



U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343

16663

CITY OF MILPITAS

ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 10-22-18  
TOTAL ACTIVITY \$ 1,459.89

000017716 01 SP 0.510 106481770424682 P

JULIE EDMONDS-MARES  
SENIOR MGMT  
CITYHALL-ACCOUNTS PAYABLE  
455 E. CALAVERAS BLVD.  
MILPITAS CA 95035-5411

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

RECEIVED

OCT 29 2018

ACCOUNTING SERVICES

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder

Date

Ashwini Kantak, Assistant City Manager

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
09-27	09-21	CP SAN JOSE MILPITAS CA	24431068269708071611552	3750	720.69
09-28	09-26	HAMPTON INNS BALTIMORE MD	24755428270152706424522	3665	739.20
		565092702250020 ARRIVAL: 09-26-18			

Default Accounting Code:

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT		
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	10-22-18	\$ .00	PREVIOUS BALANCE	\$ .00
			PURCHASES & OTHER CHARGES	\$1,459.89
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			TOTAL ACTIVITY	\$1,459.89

**#1591 - Julie Edmonds-Mares**

SECRET

**Oct-18**


[illegible]

October Statement #1  
Item #1

Olivia Little

**From:** Crowne Plaza Reservations <CrownePlaza@reservations.ihg.com>  
**Sent:** Tuesday, September 18, 2018 12:24 PM  
**To:** Rachelle Currie  
**Subject:** Your Reservation Confirmation # 49098498 at Crowne Plaza.

[Thank you for booking with Crowne Plaza.](#)

[View with Images](#) 



## Reservation Confirmed.

Experience | Meetings | Customer Care | IHG® Rewards Club








### Crowne Plaza San Jose-Silicon Valley†

777 Bellew Drive  
Milpitas, CA 95035

Hotel Front Desk: 1-408-3219500

**Guest Name:** Brian Sherrad

Check In: Check Out: Rooms: Adults:  
**09/18/18 – 09/21/18 1 1**  
03:00 PM 12:00 PM

-  **MODIFY RESERVATION**
-  **CUSTOMER CARE**
-  **DOWNLOAD THE IHG® APP**
-  **GROUND TRANSPORTATION**
-  **CANCEL RESERVATION**

Your confirmation number is: **49098498**. Select your [preferences](#) before your stay.

### Standard Room

Rate Type: Government/Military Rate  
Number of Rooms: 1


#### Room Rate Per Night:

Tue 18 Sep 2018 - Fri 21 Sep 2018 \$218.00 (USD)  
**Total Taxes:** \$66.71 (USD)

**Estimated Total Price:** \$720.71 (USD)\* ✓



Keep family, work and friends just a click away. Enjoy complimentary Internet during your stay at any IHG hotel worldwide.

 [View more benefits](#)

**Estimated Earnings:**

## MODIFY RESERVATION

**Cancellation Policy:** Canceling your reservation or failing to show will result in a charge for the first night per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

### Hotel Information:

**Pet Policy:** Our hotel allows pets on the premises. Use the convenient onsite walking area to take your pet out for a quick walk.


\* Additional taxes and charges may apply. Other hotel-specific service charges may also apply.

† This hotel does not allow any guns on its premises. This prohibition includes concealed and openly carried handguns.

## 6540 IHG REWARDS CLUB POINTS


### Things to do

Make the most of your stay, check out local information and nearby attractions.

 [See What's Local](#)

### Places to Dine

Explore Milpitas dining and restaurants in the nearby area.

 [See What's on the menu](#)

Thank you for booking with Crowne Plaza. We look forward to your stay.



### Save with Hertz

Up to 35% off base rates and 1,500+ points when you rent with Hertz. Terms apply.

[LEARN MORE](#)



### New! Earn 100,000 Points & More.

Plus, enjoy an Anniversary Free Night and the perks of Platinum Elite Status with the New IHG® Rewards Club Premier Credit Card.

[LEARN MORE](#)



### Introducing Your Rate

Our best rate is waiting for you. Members save more when booking with us.

[LEARN MORE](#)

# IHG®

  
INTERCONTINENTAL  
HOTELS & RESORTS

  
KIMPTON®  
HOTELS & RESTAURANTS

  
HUALUXE  
HOTELS & RESORTS  
華邑酒店及度假村

  
Holiday Inn

  
Holiday Inn Express

  
avid

# CITY OF MILPITAS TRAVEL AND EXPENSE REQUEST

Please note additional information on reverse side.

Name <b>Julie Edmonds-Mares</b>		Department <b>City Manager</b>	
Conference Title <b>2018 ICMA Annual Conference</b>			
Location <b>Baltimore, MD</b>			
Start Date <b>09/23/2018</b>	End Date <b>09/26/2018</b>	Mode of Transportation (check one): <input type="checkbox"/> Air <input type="checkbox"/> Private Vehicle <input type="checkbox"/> City Vehicle <input type="checkbox"/> Other	
Departure Date <b>09/22/2018</b>	Return Date <b>09/26/2018</b>	for Finance use only	
<b>Transportation</b>		Budget Account Number:	
<input type="checkbox"/> Charged to: _____ <input type="checkbox"/> Make Check Payable to: _____			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only			
Date Needed: _____		Amount: \$ _____	
<input type="checkbox"/> Will submit for reimbursement on return		<input checked="" type="checkbox"/> Substantiation Received	
<b>Lodging</b>		Budget Account Number:	
<input type="checkbox"/> Charged to: _____ <input type="checkbox"/> Make Check Payable to: _____		<b>CALCard #1591 - October statement line item #2</b> <b>Reservation # 49098498</b>	
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only		<b>COMPLETED</b>	
Date Needed: _____		Amount: \$ <b>739.20</b>	
<input type="checkbox"/> Will submit for reimbursement on return		<input checked="" type="checkbox"/> Substantiation Received	
<b>Registration</b>		Budget Account Number:	
<input type="checkbox"/> Charged to: _____ <input type="checkbox"/> Make Check Payable to: _____			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only			
Date Needed: _____		Amount: \$ _____	
<input type="checkbox"/> Will submit for reimbursement on return		<input checked="" type="checkbox"/> Substantiation Received	
<b>Per Diem</b> (use current IRS publication)		Budget Account Number:	
_____ Days @ \$ _____ per day = \$ <b>0.00</b> Total Per Diem: \$ <b>0.00</b>			
-Meals/Inc. _____ Date Needed: _____			
		Total Request: \$ <b>739.20</b>	
Employee	<b>Julie Edmonds-Mares</b>		Date <b>2/7/19</b>
Supervisor	<b>CITY MANAGER</b>		Date _____
Department Head or other approving official	<b>Ashwini Kantak</b>		Date <b>2/7/19</b>
<b>Ashwini Kantak, Assistant City Manager</b>			

White copies: Payables







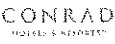

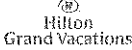







Make a copy for your records: Requester

97231\_S



Hampton Inn - Camden Yards  
550 Washington Blvd. • Baltimore, MD 21230  
Phone (410) 685-5000 • Fax (410) 685-5002

EDMONDS-MARES, JULIE [REDACTED] UNITED STATES OF AMERICA	name address	room number: 801/SXQL arrival date: 9/22/2018 6:50:00 PM departure date: 9/26/2018 adult/child: 1/0 room rate: 160.00 Rate Plan: CVC HH #: 147396994 GOLD AL: Car:	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
Confirmation Number: 83430423 9/26/2018		Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>  signature:	

date	reference	description	amount	
<p>Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,000 hotels and resorts in 100 countries, please visit <a href="http://Honors.com">Honors.com</a></p> <p>Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.</p> <div style="text-align: center;">  </div> <div style="text-align: center;"></div>				

for reservations call <b>1.800.hampton</b> or visit us online at <b>hampton.com</b>			<b>thanks.</b>	
account no. VS *1591	date of charge 9/26/2018	folio/check no. 307573 A		
card member name EDMONDS-MARES, JULIE	authorization 059386	initial		
establishment no. and location THANK YOU FOR CHOOSING THE HAMPTON INN BALTIMORE DOWNTOWN CONVENTION CENTER. WE LOOK FORWARD TO EXCEEDING YOUR EXPECTATIONS AGAIN IN THE NEAR FUTURE.	establishment agrees to transmit to card holder for payment			
	purchases & services			
	taxes			
	tips & misc.			
signature of card member <b>X</b>	total amount	-739.20		



Hampton Inn - Camden Yards  
550 Washington Blvd. • Baltimore, MD 21230  
Phone (410) 685-5000 • Fax (410) 685-5002

EDMONDS-MARES, JULIE [REDACTED] UNITED STATES OF AMERICA	name address	room number: 801/SXQL arrival date: 9/22/2018 6:50:00 PM departure date: 9/26/2018 adult/child: 1/0 room rate: 160.00	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
Confirmation Number: 83430423  9/26/2018		Rate Plan: CVC HH #: 147396994 GOLD AL: Car:  Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>  signature:	

date	reference	description	amount
9/22/2018	1197433	GUEST ROOM	\$160.00
9/22/2018	1197433	CITY TAX	\$15.20
9/22/2018	1197433	STATE TAX	\$9.60
9/23/2018	1197706	GUEST ROOM	\$160.00
9/23/2018	1197706	CITY TAX	\$15.20
9/23/2018	1197706	STATE TAX	\$9.60
9/24/2018	1198006	GUEST ROOM	\$160.00
9/24/2018	1198006	CITY TAX	\$15.20
9/24/2018	1198006	STATE TAX	\$9.60
9/25/2018	1198256	GUEST ROOM	\$160.00
9/25/2018	1198256	CITY TAX	\$15.20
9/25/2018	1198256	STATE TAX	\$9.60
9/26/2018	1198354	VS *1591	(\$739.20)
		**BALANCE**	\$0.00

#### EXPENSE REPORT SUMMARY

	9/22/2018	9/23/2018	9/24/2018	9/25/2018
ROOM AND TAX	\$184.80	\$184.80	\$184.80	\$184.80
DAILY TOTAL	\$184.80	\$184.80	\$184.80	\$184.80
EXPENSE REPORT SUMMARY				
STAY TOTAL				
ROOM AND TAX	\$739.20			
DAILY TOTAL	\$739.20			

for reservations call 1.800.hampton or visit us online at hampton.com

thanks.

account no. VS *1591	date of charge 9/26/2018	folio/check no. 307573 A
card member name EDMONDS-MARES, JULIE	authorization 059386	initial
establishment no. and location THANK YOU FOR CHOOSING THE HAMPTON INN BALTIMORE DOWNTOWN CONVENTION CENTER. WE LOOK FORWARD TO EXCEEDING YOUR EXPECTATIONS AGAIN IN THE NEAR FUTURE.	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-739.20

## Registration Is Now Open!

Registration rates and deadlines for the ICMA 104th Annual Conference at the Baltimore Convention Center.



The ICMA Annual Conference is the premier local government event that showcases an abundance of educational, information-sharing, and networking tools to help you manage your community in today's complex environment.



**Register Today!**

### Registration Deadlines and Rates

DEADLINE	MEMBER RATE	NONMEMBER RATE
Registration postmarked/faxed by July 12:	\$710	\$1,165
Registration postmarked/faxed by August 23:	\$775	\$1,225
Registration postmarked/faxed after August 23:	\$830	\$1,275

To download the 2018 Annual Conference Registration Form, [click here](#).

**Members:** To register as a member, your ICMA membership status must be current. If you would like to verify your status, call ICMA Member & Customer Support toll free at 800-745-8780 or 202-962-3680; or email [customerservices@icma.org](mailto:customerservices@icma.org).

**Note:** ICMA membership is for individuals only. If you are not currently a member, use the nonmember category fees.

**Nonmembers:** Take this opportunity to join ICMA and receive a discount on conference registration as well as many other membership benefits. To join online or download a membership application, go to



icma.org/apply. All membership applications and conference registrations must be received by ICMA by July 12 to qualify for the lowest member registration fee.

## Special Registration and Discounts

ICMA members in the conference region (Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont) who are attending their first ICMA conference are eligible for a \$200.00 discount off the registration fee. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

ICMA members in eastern Canadian provinces (New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, and Quebec) who are attending their first ICMA conference are eligible for a \$200 discount off the registration fee. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

ICMA members outside of North America who are attending their first ICMA Annual Conference are eligible for half-price registration. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

### ICMA Affiliate Members who are early-career professionals

Early-career professionals, defined as ICMA U.S. Affiliate Members who are entry-level local government staff up to and including department heads, are eligible for a \$300.00 discount off the registration fee. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

### Members in transition

If you have been fired or forced to resign your position in local government and are now "in transition," ICMA will provide complimentary registrations for you and your partner. ICMA will also provide you and your partner with complimentary tickets to the Sunday Welcoming Reception. Register under the "Members In Transition" category or register online, but ICMA's membership department must have been notified of your status for you to use this option.

## Cancellation and Refund Policy

All registration cancellations will be charged a \$75 processing fee regardless of when received. ICMA University workshop cancellations are charged an additional \$35 processing fee.

**Cancellation requests must be in writing!** Conference registration cancellations and/or cancellations of social event, sports, luncheons, or field demo tickets will be accepted through Monday, September 17. No cancellations will be accepted after Monday, September 17.

**There is no processing fee for ticket refunds.** This policy is intended to assist those attendees who are forced to cancel at the last minute because of unanticipated job demands. Refunds will be processed no later than 15 days from the conference end.

**There will be no ticket refunds at the conference.** However, for your convenience in making last-minute changes in plans, a ticket brokerage desk will be set up on site at the conference, where we will attempt to sell your tickets for cash only to other attendees. Please note that because of guarantee requirements on ticketed events, no ticket brokerage sales for an event will take place until the event is sold out.

Address all cancellations to:

*ICMA Conference Cancellations*

*Attention: Matthew Watson*

*777 North Capitol Street, NE*

*Suite 500*

*Washington, D.C. 20002-4201*

*FAX 202- 962-3678*

*E-mail: [customerservices@icma.org](mailto:customerservices@icma.org)*

## **Important Reminders**

- The Welcoming Reception on Sunday, September 23, is included in the registration fee for all paid registrants. Unless otherwise indicated, individuals receiving complimentary registrations, including honorary members, student members, nonmember speakers, Senior Advisors, special guests and their partners, press, and children age 6 and older, must purchase a ticket if they are interested in attending the Welcoming Reception.
- All mail-in registrations received after September 5, will be treated as on-site registrations.
- To avoid duplicate billings and registrations, if you fax your registration form, please do not also mail your form.
- You will receive written confirmation within 15 business days of receipt of your registration form.
- No registrations or cancellations will be accepted over the telephone.
- No registration cancellations will be accepted after September 17.
- No ticket cancellations for social events, sports events, luncheons, or field demos will be accepted after September 17.

## **Questions?**

If you have questions about conference registration, please call ICMA Member and Customer Service at (202) 962-3680 or e-mail your question to [customerservices@icma.org](mailto:customerservices@icma.org).

## Join Us

Become part of our mission to advance professional local government through leadership, management, innovation and ethics throughout the world.

**JOIN ICMA**



777 North Capitol Street,  
NE  
Suite 500  
Washington, DC 20002-  
4201

800.745.8780 | 202.962.3680  
202.962.3500 (Fax)

**CONTACT US**

The ICMA Future of Professional Management fund is dedicated to advocating for ethical, efficient, and effective local government through professional management.

**DONATE  
NOW**

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## Conference Schedule-At-A-Glance



Baltimore Convention Center

### Saturday, September 22

8:00am- 6:00pm	Registration and Host Committee Desk Open
8:30am-12:00pm	ICMA University Workshops
1:00pm-4:30pm	ICMA University Workshops
5:30pm-7:30pm	Reception: Maryland Science Center

### Sunday, September 23

6:00am-2:00pm	Golf Tournament
6:30am-7:30am	Yoga
7:30am-10:30am	5K Run/Walk
8:00am-6:00pm	Registration and Host Committee Desk open
8:30am-11:30am	Member Committee/Task Force Meetings
8:30am-Noon	Annual Leadership Institute

8:30am-Noon	ICMA University Workshops
11:30am-12:30pm	Regional Meetings
12:45pm-2:45pm	ICMA University Forums
12:45pm-2:45pm	Women's Lunch and Program
3:00pm-5:00pm	Opening General Session: Daniel Pink
5:00pm-5:30pm	First-Time Attendees Meet & Greet
5:00pm-7:00pm	Welcoming Reception
<b>Monday, September 24</b>	
6:30am-7:30am	Yoga
7:00am-8:15am	Inspirational Breakfast
8:00am -5:00pm	Registration and Host Committee Desk open
8:30am-9:30am	Keynote Session: Doris Kearns Goodwin
9:30am-4:00pm	Exhibit Hall open (9:30am refreshments; 12:15pm lunch)
9:45am-10:45am	Solutions Track Sessions
9:45am-11:00am	Educational Sessions
9:45am-11:00am	Learning Lab Sessions
9:45am-12:15pm	Field Demonstrations
10:00am-12:30pm	Partners Brunch and Educational Session
11:00am-Noon	Solutions Track Sessions
11:15am-12:30pm	Assistants' Luncheon
11:15am-12:15pm	Special Sessions

11:15am-12:15pm	Roundtable Discussions
12:30pm-1:30pm	Solutions Track Sessions
12:45pm-4:00pm	Field Demonstrations
1:30pm-2:30pm	Educational Sessions
1:30pm-2:30pm	Featured Speaker: Charles "Chuck" Marohn
1:45pm-2:45pm	Solutions Track Sessions
2:45pm-3:45pm	Educational Sessions
2:45pm-4:00pm	Learning Lab Sessions
3:00pm-4:00pm	Solutions Track Sessions
4:00pm-5:00pm	Special Sessions
4:00pm-5:00pm	Roundtable Discussions
4:00pm-5:30pm	Assistants' Forum
5:30pm-7:30pm	State/Alumni/Affiliate Receptions

## **Tuesday, September 25**

6:30am-7:30am	Yoga
8:00am-5:00pm	Registration and Host Committee Desk open
9:00am-10:00am	Keynote Session: Greg Bell
10:00am-2:30pm	Exhibit Hall open (10:00am refreshments; 1:00pm lunch)
10:15am-11:15am	Solutions Track Sessions
10:15am-11:30am	Educational Sessions
10:15am-11:30am	Learning Lab Sessions

11:30am-12:30pm	Solutions Track Sessions
11:45am-12:45pm	Special Sessions
11:45am-12:45pm	Roundtable Discussions
12:45pm-4:00pm	Field Demonstrations
1:30pm-2:30pm	Solutions Track Sessions
2:00pm-3:00pm	Educational Sessions
2:00pm-3:00pm	Featured Speaker: Melissa Agnes
3:15pm-4:15pm	Educational Sessions
3:15pm-4:30pm	Learning Lab Sessions
6:00pm-10:00pm	Reception: B&O Railroad Museum

## Wednesday, September 26

9:00am-11:00am	Celebration of Service to the Profession: Wes Moore
9:00am-Noon	Host Committee Desk Open
11:15am-12:15pm	Roundtable Discussions
11:15am-12:45pm	ICMA University Forums

# Join Us

Become part of our mission  
to advance professional local

# ICMA

777 North Capitol Street,

The ICMA Future of  
Professional  
Management fund is



U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343

RECEIVED

CITY OF MILPITAS

OCT 01 2018

ACCOUNTS PAYABLE

ACCOUNT NUMBER

STATEMENT DATE

09-24-18

TOTAL ACTIVITY

\$ 80.01

16663

000010006 01 SP 0.510 106481737176667 P

JULIE EDMONDS-MARES  
SENIOR MGMT  
CITYHALL-ACCOUNTS PAYABLE  
455 E. CALAVERAS BLVD.  
MILPITAS CA 95035-5411

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder: Julie Edmonds-Mares, City Manager

Approver:

Date

Ashwini Kantak, Assistant City Manager

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
09-24	09-22	GLOBAL AIRPORT PARKING I 954-828-0242 FL PUR ID: 33540205 TAX: 0.00	24493988265286335402058	7523	80.01

100-111-4503

Default Accounting Code:

Default Accounting Code:				
CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER <div></div>		ACCOUNT SUMMARY	
	STATEMENT DATE 09-24-18	DISPUTED AMOUNT \$ .00	PREVIOUS BALANCE	\$ .00
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE  \$ 0.00  DO NOT REMIT		PURCHASES & OTHER CHARGES	\$80.01
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			TOTAL ACTIVITY	



# CITY OF MILPITAS TRAVEL AND EXPENSE REQUEST

Please note additional information on reverse side.

Name <b>Julie Edmonds-Mares</b>		Department <b>City Manager</b>	
Conference Title <b>2018 ICMA Annual Conference</b>			
Location <b>Baltimore, MD</b>			
Start Date <b>09/23/2018</b>	End Date <b>09/26/2018</b>	Mode of Transportation (check one):  <input type="checkbox"/> Air <input type="checkbox"/> Private Vehicle <input type="checkbox"/> City Vehicle <input type="checkbox"/> Other	
Departure Date <b>09/22/2018</b>	Return Date <b>09/26/2018</b>		
<b>Transportation</b>		for Finance use only	
Budget Account Number:			
<input type="checkbox"/> Charged to: _____ <input type="checkbox"/> Make Check Payable to: _____			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only  Date Needed: _____ Amount: \$ _____			
<input type="checkbox"/> Will submit for reimbursement on return		Substantiation Received	
<b>Lodging</b>		Substantiation Received	
Budget Account Number:			
<input type="checkbox"/> Charged to: <b>CALCard #1591 - October statement line item #2</b> <input type="checkbox"/> Make Check Payable to: <b>Reservation # 49098498</b>			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only  Date Needed: _____ Amount: \$ <b>739.20</b>			
<input type="checkbox"/> Will submit for reimbursement on return		Substantiation Received	
<b>Registration</b>		Substantiation Received	
Budget Account Number:			
<input type="checkbox"/> Charged to: _____ <input type="checkbox"/> Make Check Payable to: _____			
check one: <input type="checkbox"/> mail check <input type="checkbox"/> return check to requester <input type="checkbox"/> authorization only  Date Needed: _____ Amount: \$ _____			
<input type="checkbox"/> Will submit for reimbursement on return		Substantiation Received	
<b>Per Diem</b> (use current IRS publication)		Substantiation Received	
Budget Account Number:			
_____ Days @ \$ _____ per day = \$ <b>0.00</b> Total Per Diem: \$ <b>0.00</b>  -Meals/Inc. _____ Date Needed: _____			
_____			
Total Request: \$ <b>739.20</b>			
Employee	<b>Julie Edmonds-Mares</b>	Date	<b>2/7/19</b>
Supervisor	<b>CITY MANAGER</b>	Date	
Department Head or other approving official	<b>Ashwini Kantak</b>	Date	<b>2/7/19</b>
<b>Ashwini Kantak, Assistant City Manager</b>			

White copies: Payables

Make a copy for your records: Requester

97231\_S

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**CUSTOMER SUPPORT**  
Mon-Fri 7a-12a EST  
Sat-Sun 9a-10p EST  
**954-828-0242**

[Click Here To Print Your Confirmation](#)

## Your Parking Reservation

Thank you for booking with Global Airport Parking! Below is important information about your reservation.

Made By: Julie Mares

Reservation #: 2292018992-1176769

### Parking Lot Info



Hyatt Regency SFO  
1333 Bayshore Highway,  
Burlingame, CA, 94010

(650) 347-1234

[Click here for driving directions](#)

### Parking Type

Service: Self Parking  
Type: Gated Garage

Julie Edmonds-Maresbn , 1 Passengers Total

Parking from Saturday, September 22, 2018 8:15 AM to Wednesday, September 26, 2018 8:00 PM

Quoted Rate: \$65.00

Tax/Airport Fees: \$9.52

Customer Service Fee: \$5.49

Total Parking Fees: \$80.01

You Paid: \$80.01

Pay at the Lot: \$0.00

### Arrival Info

For domestic flights Global Airport Parking recommends arriving at the parking facility 3 hours before your departure time and 3 hours for international flights.

### Check-in

Please print this confirmation and keep it with you. Enter through Hotel entrance the garage has a height restriction of 6'4" maximum vehicle height. Upon arriving at the entrance, then park your vehicle on the second, third, or fourth level. Then proceed to the airport shuttle. Upon returning, present paid parking receipt to valet attendant for

### Shuttle

Free Shuttle is provided 24/7. Schedule: 12:06am to 4:06am (every 30 minutes) 4:06am to 10:06am (every 15 minutes) 10:06am to 7:06pm (every 15 minutes) 7:06pm to 11:06pm (every 10 minutes) 12:06am (every 15 minutes) On your return to SFO, shuttles will pick-up on the departure level where you were dropped off.

### Driving Directions

### Cancellation Policy:

Any reservation that is cancelled will be charged a \$5 cancellation fee. To cancel a reservation, the customer must contact GlobalAirportParking.com (NOT the parking facility) at 954-828-0242 or support@globalairportparking.com BEFORE the reservation starts\*\*\*. Regardless if the parking reservation is used or not there will be no refunds issued after the reservation has ended. If you return back from your trip early you must contact Global Airport Parking as soon as you return by calling us at 954-828-0242 or emailing us at support@globalairportparking.com - we will verify with

